



## Health Officer/School Nurse

### MAINTAIN STUDENT HEALTH RECORDS

There is evidence to suggest that children, pregnant women, and senior citizens are more likely to develop health problems from poor air quality than most adults. Indoor Air Quality (IAQ) problems are most likely to affect those with preexisting health conditions and those who are exposed to tobacco smoke. Student health records should include information about known allergies and other medically documented conditions, such as asthma, as well as any reported sensitivity to chemicals. Privacy considerations may limit the student health information that can be disclosed, but to the extent possible, information about students' potential sensitivity to IAQ problems should be provided to teachers. This is especially true for classes involving potential irritants (e.g., gaseous or particle emissions from art, science, industrial/vocational education sources). Health records and records of health-related complaints by students and staff are useful for evaluating potential IAQ-related complaints.

#### Include information about sensitivities to IAQ problems in student health records

- Allergies, including reports of chemical sensitivities
- Asthma

◇ **Completed health records exist for each student**

◇ **Health records are being updated**

○ **Need help obtaining information about student allergies and other health factors**

#### Track health-related complaints by students and staff

- Keep a log of health complaints that notes the symptoms, location and time of symptom onset, and exposure to pollutant sources
- Watch for trends in health complaints, especially in timing or location of complaints

◇ **Have a comprehensive health complaint logging system**

◇ **Developing a comprehensive health complaint logging system**

○ **Need help developing a comprehensive health complaint logging system**

#### Recognize indicators that health problems may be IAQ-related

- Complaints are associated with particular times of the day or week
- Other occupants in the same area experience similar problems
- The problem abates or ceases, either immediately or gradually, when an occupant leaves the building and recurs when the occupant returns

#### This checklist discusses three major topic areas:

Student Health Records Maintenance

Public Health and Personal Hygiene Education

Health Officer's Office

#### Instructions:

1. Read the *IAQ Background*.
2. Read each item on this Checklist.
3. Check the diamond(s) as appropriate or check the circle if you need additional help with an activity.
4. Return this checklist to the IAQ Coordinator and keep a copy for future reference.

Name:

Room or Area:

School:

Date Completed:

Signature:

- The school has recently been renovated or refurbished
- The occupant has recently started working with new or different materials or equipment
- New cleaning or pesticide products or practices have been introduced into the school
- Smoking is allowed in the school
- A new warm-blooded animal has been introduced into the classroom

◇ Understand indicators of IAQ-related problems

○ Need help understanding indicators of IAQ-related problems

### HEALTH AND HYGIENE EDUCATION

Schools are unique buildings from a public health perspective because they accommodate more people within a smaller area than most buildings. This proximity increases the potential for airborne contaminants (germs, odors, and constituents of personal products) to pass between students. Raising awareness about the effects of personal habits on the well-being of others can help reduce IAQ-related problems.

#### **Obtain *Indoor Air Quality: An Introduction for Health Professionals***

- Contact **IAQ INFO**,  
800-438-4318
- ◇ Already have this EPA guidance document

◇ Guide is on order

○ Cannot obtain the guide

**Inform students and staff about the importance of good hygiene in preventing the spread of airborne contagious diseases**

- Provide written materials to students (local public health agencies may have information suitable for older students)
- Provide individual instruction/counseling where necessary
- ◇ Written materials and counseling available
- ◇ Compiling information for counseling and distribution
- Need help compiling information or implementing counseling program



#### **Provide information about IAQ and health**

- Help teachers develop activities that reduce exposure to indoor air pollutants for students with IAQ sensitivities, such as those with asthma or allergies (contact the American Lung Association [ALA] the National Association of School Nurses [NASN] or the Asthma and Allergy Foundation of America [AAFA]). Contact information is available in the IAQ Coordinator's Guide.
- Collaborate with parent-teacher groups to offer family IAQ education programs
- Conduct a workshop for teachers on health issues that covers IAQ



- ◇ Have provided information to parents and staff
- ◇ Developing information and education programs for parents and staff
- Need help developing information and education program for parents and staff

**Establish an information and counseling program regarding smoking**

- Provide free literature on smoking and secondhand smoke
- Sponsor a quit-smoking program and similar counseling programs in collaboration with the ALA
- ◇ “No Smoking” information and programs in place
- ◇ “No Smoking” information and programs in planning
- Need help with a “No Smoking” program

**HEALTH OFFICER’S OFFICE**

Since the health office may be frequented by sick students and staff, it is important to take steps that can help prevent transmission of airborne diseases to uninfected students and staff (see your IAQ Coordinator for help with the following activities).

**Ensure that the ventilation system is properly operating**

- Ventilation system is operated when the area(s) is occupied
- Provide an adequate amount of outdoor air to the area(s). There should be at least 15 cubic feet of outdoor air supplied per occupant
- Air filters are clean and properly installed
- Air removed from the area(s) does not circulate through the ventilation system into other occupied areas
- ◇ Ventilation system operating adequately
- Need help with ventilation related activities

- ☐ **NO PROBLEMS TO REPORT.** I have completed all activities on this Checklist, and I do not need help in any areas.